

VILLAGE OF MINOOKA

ADMINISTRATIVE CLERK

Job Description

Department:	Village Administration
FLSA Class:	Hourly / Non-Exempt / Fixed
Union:	None
Employment Status:	Full-time
Salary Range:	\$52,000-\$57,000/year
Benefits:	IMRF / Medical, Dental and Vision Insurance / Paid Holiday, Vacation, Personal and Sick Days
Position Reports to:	Finance Director

I. JOB DUTY SUMMARY

This position is a highly responsible clerical position involving office support work for all Village departments. The position assumes an important role in projecting a positive image of Village government and must manage and direct a variety of internal and external personalities and audiences. Diplomacy and confidentiality are required.

II. ESSENTIAL JOB FUNCTIONS

- A. Provides customer service to Village residents and visitors by answering general questions, taking utility payments, selling garbage and yard waste stickers, processing other Village cash receipts, etc.
- B. Post payments received in cash receipting, including utility bills, business registration payments, etc.
- C. Perform secretarial and clerical office functions which include answering incoming phone calls, processing and distributing Village mail, filing, faxing, photocopying, scanning and ordering of office supplies.
- D. Arrange office events for the Village.
- E. Manage and update all Village calendars and flyers for community events.
- F. Schedule events for the Village community room, conference room and board room.
- G. Schedule and maintain reservations and information for seasonal Community events, including pavilion rentals, garage sales, etc.
- H. Assist other departments with the processing of utility bills, accounts receivable invoices, building permits, business registrations, website updates etc.
- I. Assist with maintaining general office appearance.
- J. Serve as Deputy Clerk as needed. Act as Deputy Clerk at monthly Planning & Zoning meetings, cover other meetings for Village Clerk as needed.
- K. Assist with Village record retention and disposal
- L. Assist with coordination of Village's Summer Internship Program
- M. Manage Village's mass notification system
- N. Backup FOIA Officer

- O. Knowledge of PC functions and programs such as Word, Excel, Power Point, Outlook, etc.
- P. Assist colleagues and proactively seeking additional work.
- Q. Perform other duties as assigned

III. BASIC QUALIFICATIONS – EXPERIENCE AND KNOWLEDGE

- A. Ability to establish and maintain effective working relationships with individuals and groups
- B. Ability to work within time constraints and to prioritize work
- C. Ability to understand and operate a personal computer and analyze the data from a personal computer
- D. Ability to work with sensitive information in a professional and confidential manner
- E. Accurately relay information through phone conversations, messages, emails and other forms of communication
- F. Should be very organized and able to think logically, and should be able to multi-task and work on multiple projects at one time
- G. Ability to accept direction and additional responsibilities from manager and/or staff supervisor
- H. Ability to work as part of a team and convey a positive and professional attitude towards other staff members, clients and vendors
- I. Strong written and verbal communication skills
- J. Punctuality required

IV. EDUCATION AND TRAINING

- A. Demonstrated track record of accomplishments, fulfillment of commitments, and reliability
- B. Two years of clerical experience (municipal governmental experience a plus)
- C. High School Diploma required. Some college or college degree preferred

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

V. WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is performed primarily in an office setting. The noise level in the work environment is moderate.

Applications can be found at www.minooka.com, under careers and located at Village Hall. To apply, submit resume or application to info@minooka.com, fax to 815-467-3599, mail to 121 E. McEvilly Rd, Minooka, IL 60447, or drop off to Village Hall in person Monday – Friday, between 8:00 a.m. and 4:30 p.m. Deadline for submission is 4:30 on December 7, 2025.

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